

Approved For Release 2001/03/02 : CIA-RDP61-00274A000100220012-0

Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Mr. [REDACTED]
VIA Administrative Staff, LO

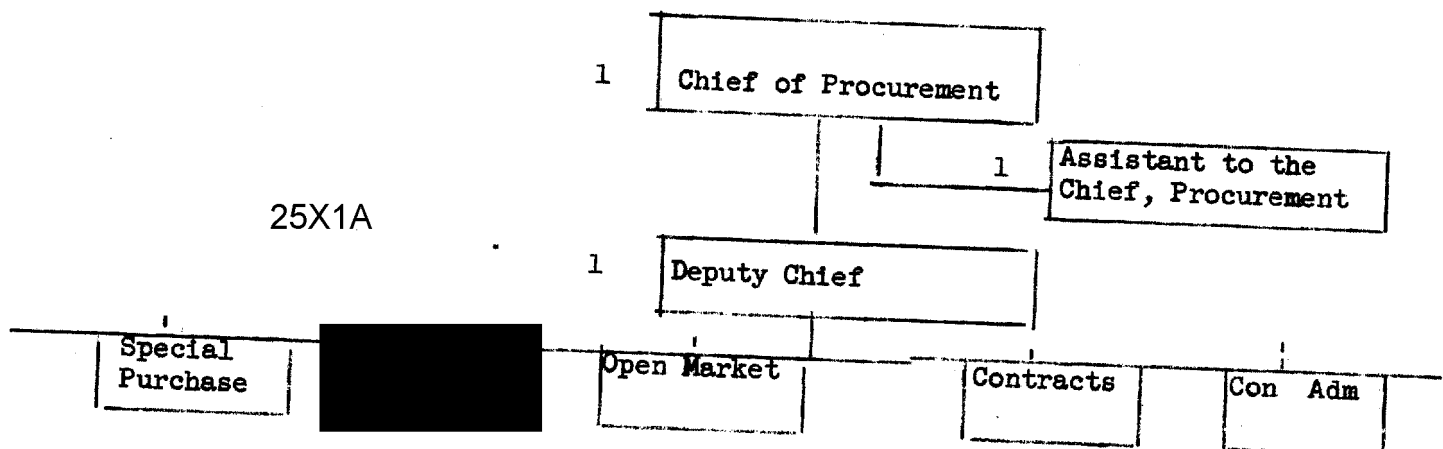
DATE: 2 Oct 1953

FROM : Chief of Logistics

JUG

SUBJECT: Staff Duties, Procurement Division, LO

With reference to memo, same subject, dated 3 September 1953, I will approve the following type of organization:



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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Procurement Division

DATE: 3 September 1953

FROM : Assistant Management Officer, DD/A Area

SUBJECT: Staff Duties, Procurement Division, LO

1. PROBLEM. To provide for the performance of certain staff duties in the Procurement Division.
2. FACTS BEARING ON THE PROBLEM.
 - a. The top staff of the Procurement Division presently consists of the Chief of the Division, a Deputy Chief for contract matters, a Deputy Chief for purchase matters and necessary clerical personnel.
 - b. It is necessary for the Chief of the Division to furnish all of the overall direction, including much detail work and study, to the operating elements of the Division.
3. DISCUSSION. Staff duties that need to be accomplished, in addition to overall operational direction, include (a) the formulation of policies, regulations, and procedures, (b) the conduct of studies and surveys on various matters of over-all concern, (c) the formulation of procurement training programs, (d) the recommendations and coordination of the assignment of procurement responsibilities, (e) the review of procurement plans of proprietary projects, and (f) other similar duties.

It is realized that a number of these duties are inherent in the deputy chief and branch chief positions. However, on an overall basis the Chief of the Division must coordinate such work, and this, in addition to his regular operating duties, seems to place an undue burden upon him.

It is noted that at the present time, the greatest volume of staff duties is in the preparation of Agency Procurement Regulations.

4. CONCLUSIONS. The establishment of a position of Assistant to the Chief of the Division would enable that official to accomplish the staff duties listed in paragraph 3 above. The one position is considered sufficient to accomplish the purpose, except that, in order to speed the writing of regulations, additional assistance might be detailed on a temporary basis.

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5. RECOMMENDATIONS. It is recommended that:

- a. A position of Assistant to the Chief of Division be established in the immediate Office of the Chief with duties and responsibilities as indicated in Attachment A.
- b. Such additional help as may be temporarily required be made available by detailing personnel from other parts of the Division.
- c. The position recommended in "b" be taken from the existing T/O.

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1 Attachment

CONCURRENCES:

25X1A9a



Acting Chief, Procurement Division

9/Sept/53
Date

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Assistant Chief for Operations, LO

9 Sept 53
Date

APPROVED:

Chief of Logistics

Date

REFERRED TO:

Admin. Staff, LO, for action.

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LOGISTICS OFFICE
PROCUREMENT DIVISION
OFFICE OF THE CHIEF

Statement of Duties and Responsibilities of the Assistant to the Chief.

Perform such duties as may be assigned by the Chief for the purpose of assisting him in carrying out his responsibilities by coordinating actions affecting the entire division, by conducting studies and surveys of problem areas affecting the whole Division; and by performing other duties as assigned. The duties include but are not limited to the following:

- X 1. Coordinate the formulation of procurement policies and procedures.
2. Coordinate the preparation of Agency regulations covering procurement policies and procedures.
3. As assigned, review justifications for procurement outside normal routine and recommend appropriate action.
- X 4. Direct and implement the Procurement Division portion of the Logistics Office training program.
5. Review proposed delegations of procurement authority and recommend actions.
6. As required, provide technical advice and guidance in the development of procurement plans ~~in connection~~ ^{in connection} with proprietary projects.
7. Other duties, projects, studies, or surveys as assigned.

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